



ASSAM UNIVERSITY

(A Central University Established in 1994)

SILCHAR-788011, ASSAM

Eligibility & Guidelines.

Ref: Employment Notification No. 1/2014 dated 22/01/2014.

Sl. No.	Post	No. of Post & Category	Eligibility
1.	Registrar Pay band: 37,400-67,000 + GP Rs. 10,000/- (PB-4)	1 (UR) Post Code: Reg/1-2014/UR	Essential qualification. 1. A Master degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2. (i) At least 15 years of experience as Assistant professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration. Or (ii) Comparable experience in research establishment and / or other institutions of higher education. Or (iii) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.
2.	Deputy Registrar Pay band: 15,600-39,100 +GP Rs7600/- (PB-3)	1(UR) Post Code: for Deputy Registrar, Silchar Campus. Dy Reg/S/1-2014/UR	Essential qualification. 1. A Master degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with- (i) Nine years of experience as Assistant professor in the AGP of Rs. 6000/- and above with experience in educational administration, Or (ii) Comparable experience in research establishment and / or other institutions of higher education. Or (iii) 5 years of administrative experience as Assistant Registrar or in an equivalent post. Age: 50 years as on 01/01/2014.
3.	*Deputy Registrar Pay band: 15,600-39,100 +GP Rs7600/- (PB-3)	1(UR) Post Code: for Deputy Registrar, Diphu Campus Dy Reg/D/1-2014/UR	
4.	Assistant Registrar Pay band: 15,600-39,100 +GP Rs 5400/- (PB-3)	1(UR) Post Code: for Assistant Registrar, Silchar Campus Asst Reg/S/1-2014/UR	Essential qualification. A Master degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with good academic record, as laid down by UGC. Age: 35 years as on 01/01/2014.
5.	*Assistant Registrar Pay band: 15,600-39,100 +GP Rs 5400/- (PB-3)	2(UR) Post Code: for Assistant Registrar, Diphu Campus Asst Reg/D/1-2014/UR	
6.	*Assistant Librarian Pay band: 15,600-39,100+ AGP RS. 6,000/ (PB-3)	1 (UR) Post Code: for Assistant Librarian, Diphu Campus Asst.Lib/D/1-2014/UR	Essential qualification: (i) A Master's degree in library Science / Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record with knowledge of computerization of library. (ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. (Candidates who are or have been awarded Ph.D degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree), Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET) for recruitment and appointment of Assistant Librarian. Age: 35 years as on 01/01/2014.

Important Notes & Instructions

1. **The medium of instruction in the University is English.**

2. Candidates in service should submit application through proper channel or enclose "NO OBJECTION CERTIFICATE", from their present employer. However, an advance copy may be sent directly. Application received after stipulated date or **incomplete will not be entertained and shall be rejected; no further correspondence will be made in this regard.**

3. Mere submission of application / satisfying the eligibility criteria does not entail the candidate to be called for interview. University reserves the right to shortlist the applications and call for interview whenever interview is held. The University also reserves the right to reject the candidature of the candidate at any stage of recruitment / selection process, if anything found false, tampered, fabricated or suppression of any information while registering the application and submitting the certificate/ testimonials.

4. If there is any change in the address after submission of application, the candidates should in his/ her own interest arrange with the post office concerned for redirection of the communication from old to new address.

5. **Separate application is required to be submitted for each Post.**

6. **Against specific reserved community quota, only candidates of that particular community will be considered.** A relaxation of 5% may be provided from 55% to 50% of the marks at the master's level for the SC/ST category for all posts and to the physically and visually handicapped persons. Please note - (a) Caste certificate from competent authority for SC, & ST candidates in the prescribed format have to be produced. PWD candidates claiming the benefits of reservations should submit a copy of Medical Certificate as specified in the disabilities Act of 1995 in support of their disability. (b) If the candidates wish to be considered against a specific community quota and tick the community column accordingly, their application will be rejected unless proof of community in the prescribed format is enclosed.

(c) Any subsequent representation for change of community status will not be entertained under any circumstances.

7. The application form should be written and signed by the candidate in his own handwriting only.

8. **Candidate should clearly mention the Post Code and Campus carefully as applicable otherwise application will be rejected summarily.**

9. **Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded** on any account nor can it be held in reserve for any other purpose.

10. **The University reserves the right to postpone / cancel this recruitment exercise for any / all the posts without assigning any reason.**

11. Candidates who will attend the interview for the post of Registrar will be reimbursed AC III tier train fare through shortest route and those who will attend the interview for the post of Deputy Registrar & Assistant Registrar and Assistant Librarian (**SC/ST Candidates only**) will be paid III tier Sleeper class train fare through shortest route on production of relevant tickets only. Bus fare shall be reimbursed only if there is no rail connectivity.

12. **Canvassing in favour of candidature both direct and indirect is strictly prohibited. Violation of this code of conduct will be treated as misconduct and will be brought to the notice of selection committee. The University reserves the right to cancel candidature of such candidates at any point of time if found in canvassing in any form.**

13. NB: (i) UR-Unreserved SC-Scheduled Caste. Details of eligibility, qualification, experience, Pay Scale etc and application form can be obtained at <http://www.aus.ac.in> ". **Application fee:** - Rs. 350.00 including OBC (SC, ST, PWD candidates shall have to pay Rs. 50/- as postal expenses. The filled in application form is to be submitted in a sealed cover super scribed with "Post applied for & Campus" with Advertisement no. etc to **The Registrar, Assam University, Raja Rammohan Roy Administrative Building, Silchar-788 011. Mode of Payment:** Application fee has to be submitted through demand draft only drawn in favour of **Finance Officer, Assam University, Silchar** payable at **UCO Bank, Silchar (Branch Code 2005)** or **State Bank of India, Silchar (Branch Code 7061).** **Other mode of payment of application fee shall not be accepted.**

*Vacancy positions of Diphu Campus will be filled subject to clearance from UGC.

14. Last date for receipt of filled in application form is: 28/02/2014.

Sd/
Registrar i/c